

SPORTS PROGRAMS SUPERVISOR

GRADE: 22

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Sports Programs Supervisor performs difficult professional and intermediate administrative work coordinating, planning, and developing City-wide, sports-related recreation activities for all ages. The incumbent supervises the full-time Assistant Sports Supervisor, and part-time and seasonal employees. The incumbent also prepares program evaluation data, and assists in the inspection of indoor and outdoor sports facilities throughout the City. The incumbent is responsible for carrying out all City policies and procedures pertaining to recreation programs and for maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The Sports Programs Supervisor is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other department staff and staff from other City departments to ensure smooth coordination of programs and services. The incumbent must exercise considerable independent judgment in carrying out assignments. Considerable evening and weekend work is required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs, develops, coordinates, and supervises a diversified program of athletics, team sports, games, leagues, tournaments, social functions, and related recreation activities for all ages.
- Works with civic groups, parent/student groups and other community organizations in determining sports-related recreational service needs, and implements programs which satisfy those needs in a cost effective manner.
- Coordinates the gathering and analysis of information related to recreational needs and relates this data to budget preparation and evaluation.
- Works with the Director of Recreation and Parks, the Superintendent of Recreation, and other department staff to develop and implement new programs and systems for managing programs.
- Works with community and citizen interest groups, recreation council, etc., to determine the best utilization of City and local school facilities.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, city newsletter, and other media.
- Supervises the full-time position of Assistant Sports Supervisor.
- Recruits, selects, trains, and evaluates part-time and volunteer staff.
- Gathers information pertaining to new developments in the field of sports and general recreation and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.
- Performs related work as required.
- Ensures that community and citizen input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings and personal contact.
- Submits to accountant, in a timely manner, pay vouchers, expenditure and revenue information.
- Operates revenue and non-revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.
- Maintains extensive records related to program registration and participation.
- Develops and implements safety and risk management policies and strategies which will maximize participant safety and minimize potential City liability.
- Inspects regularly and carefully all program operations to ensure proper supervision of staff and participants.
- Inspects regularly and carefully all facilities in use for programs and for coordination with the building and park maintenance division and with public school personnel to ensure that all facilities and equipment are maintained in a proper and safe manner.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in Recreation, Physical

Education, or a closely related field, plus five years of progressively responsible experience in sports and/or recreation administration.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the appreciation for the objectives and principles of a planned and diversified sports program appealing to all ages and interest groups.
- Considerable knowledge of group and individual sports activities and of their rules of conduct.
- Considerable knowledge of the recreational and leisure time needs of youths, young adults, and adults, and of the equipment, space and other needs necessary to the successful fulfillment of such needs.
- Considerable knowledge of the particular needs and supervisory considerations of volunteer staff.
- Ability to plan, organize, schedule and supervise varied athletic and sports activities within general policies and budgetary limitations.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.
- Ability to stimulate staff to maintain a high level of quality and creativity in their daily work.